



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	TS: HR TRANSACTIONS TECH (AL) [FORMERLY PERSONNEL TECHNICIAN 2]
<b>POSITION NUMBER:</b>	00052645
<b>LOCATION:</b>	INSPECTOR GENERAL DIVISION, PERSONNEL OFFICE, ATLANTA
<b>POSTING DATE:</b>	APRIL 10, 2014
<b>APPLICATION DEADLINE:</b>	APRIL 14, 2014
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	12
<b>ENTRY SALARY:</b>	\$2949.00/MONTH

**DESCRIPTION OF DUTIES:** Provides support and office administration for the Personnel Section under general supervision. Provides analysis, advice and manages absences due to the Family Medical Leave Act (FLMA) and Workers' Compensation. Completes employment entry processes for new employees and coordinates hiring processes to ensure all forms are completed. Enters and verifies personnel transactions, attendance, hours worked, pay adjustments, and files information in designated records. Provides information to departmental staff regarding transactions, benefits or other personnel-related issues and responds to routine inquiries from employees and applicants. Performs general clerical duties, other types of correspondence and duties for the Personnel Director and office staff.

**MINIMUM QUALIFICATIONS:** High school diploma and **two** years of experience performing personnel related functions  
OR  
One year at the lower level or position equivalent  
OR  
Associate's degree

**PREFERRED QUALIFICATIONS:** *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Four years of experience working in human resources;
- Experience managing and coordinating FMLA in a state agency or comparable organization;
- Experience dealing with Workers' Compensation and leave;
- Experience and knowledge of human resources software, including *PeopleSoft HRM*;
- Experience working with SAO (State Accounting Office);
- Experience processing new employee paperwork;
- Experience processing leave requests;
- Excellent communication skills, including writing professional letters and correspondence.

### Technical Competencies:

1. Knowledge of basic personnel processes
2. Ability to prepare all forms for new employees
3. Ability to calculate deductions, overtime pay, and salary increases, etc.
4. Ability to process leave requests
5. Ability to use human resources software
6. Ability to review and analyze current personnel policies and procedures and make recommendations for modifications

### **HOW TO APPLY:** (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;

- E-mail a completed State of Georgia application and/or resume to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.**

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.**

**NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.**

**AN EQUAL OPPORTUNITY EMPLOYER  
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,  
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**